

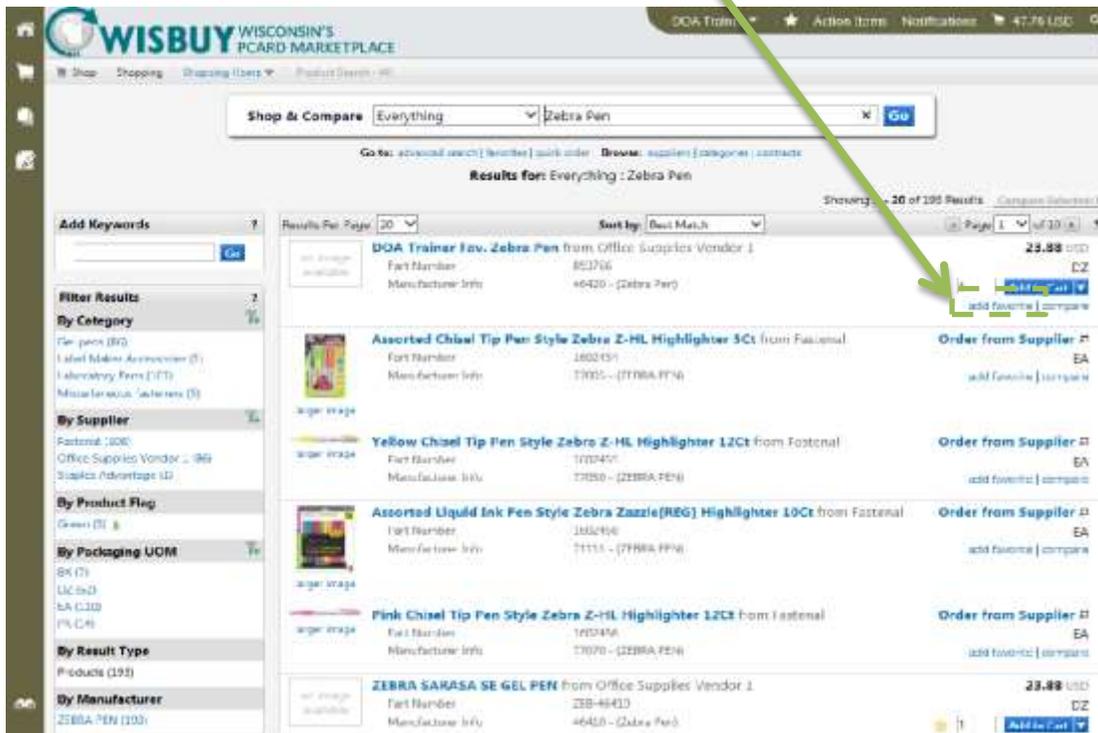
## Creating and Using Favorites

Favorites represent products that are frequently ordered from hosted supplier catalogs and provide the shopper with quick access to those items. **This functionality is only available from those suppliers listed in the Hosted Supplier Showcase. Items from a punch-out site cannot be added to favorites; however, search and favorite functions are usually available directly on the vendor punch-out sites.**

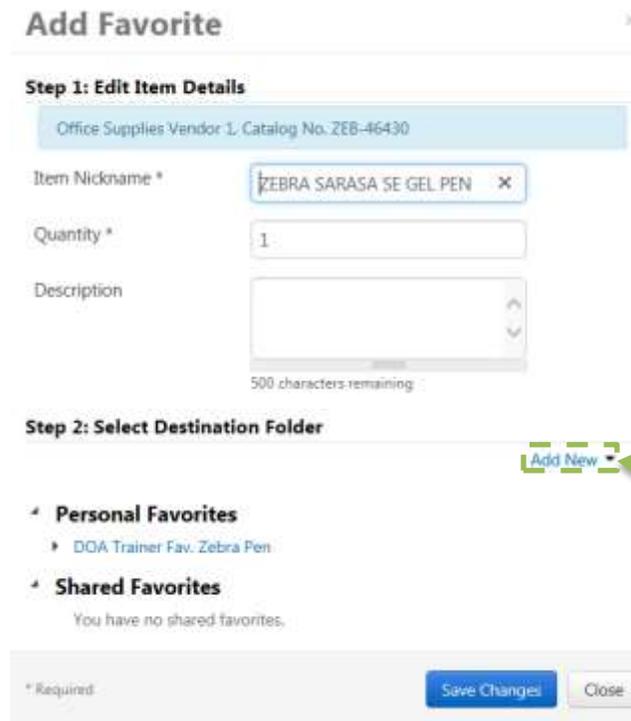
Adding Items to Favorites from Search Results.....	1
Adding Items to Favorites from Cart.....	4
Favorites Sub-Folders.....	4
Favorites Navigation.....	6
Using Favorites Folder to Order Items.....	7

### Adding Items to Favorites from Search Results

1. Add items to personal favorites while reviewing the results of a search in WISBuy. To practice, search for a Zebra Pen. Click the **Add Favorite** link under the Add to Cart button when this is an item that will be ordered frequently.



2. After the Add Favorite link is clicked, the “Add to Favorites” window opens.



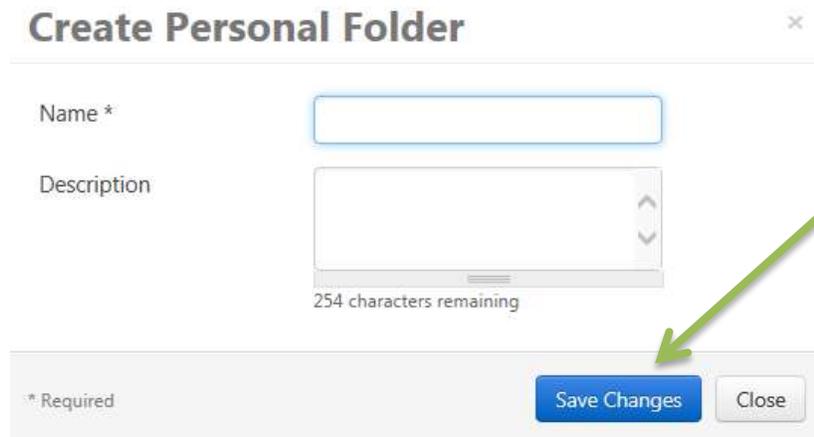
Update the Item Nickname, if desired, before the item gets saved to a favorite's folder. Delete the original text and type in something more meaningful. The customized description in the shopper's favorite's folder is only meant to help the shopper identify that item and will not be sent to the supplier. The original description shown in the search will still be sent to the supplier.

3. Select the **Add New** link

4. Select **Top level personal folder.**



5. Fill in the Create Personal Folder **Name** and Description (optional) and then click **Save Changes**.



6. If you would like your item to go into the highlighted folder you created click **Save Changes**. Otherwise to create a sub-folder of the selected folder, click the **Add New** link and then Select Create **Sub-folder of selected folder**.

## Step 2: Select Destination Folder

[Add New](#) ▾

- Personal Favorites
  - DOA Trainer Fav. Zebra Pen
    - Office Supplies**
- Shared Favorites

You have no shared favorites.

Top level personal folder

Subfolder of selected folder

7. Fill in the Create Personal Sub-Folder **Name** (i.e. Staff) and Description (optional) and then click **Save Changes**.

### Create Personal Sub-Folder

Name \*

Description

254 characters remaining

\* Required [Save Changes](#) [Close](#)

8. Make sure that the correct folder is highlighted and click Save Changes to add the item to the Favorites folder.

### Add Favorite

**Step 1: Edit Item Details**

Office Supplies Vendor 1, Catalog No. ZEB-46430

Item Nickname \*

Quantity \*

Description

200 characters remaining

**Step 2: Select Destination Folder**

[Add New](#) ▾

- Personal Favorites
  - DOA Trainer Fav. Zebra Pen
  - Office Supplies
    - Staff**
- Shared Favorites

You have no shared favorites.

\* Required [Save Changes](#) [Close](#)

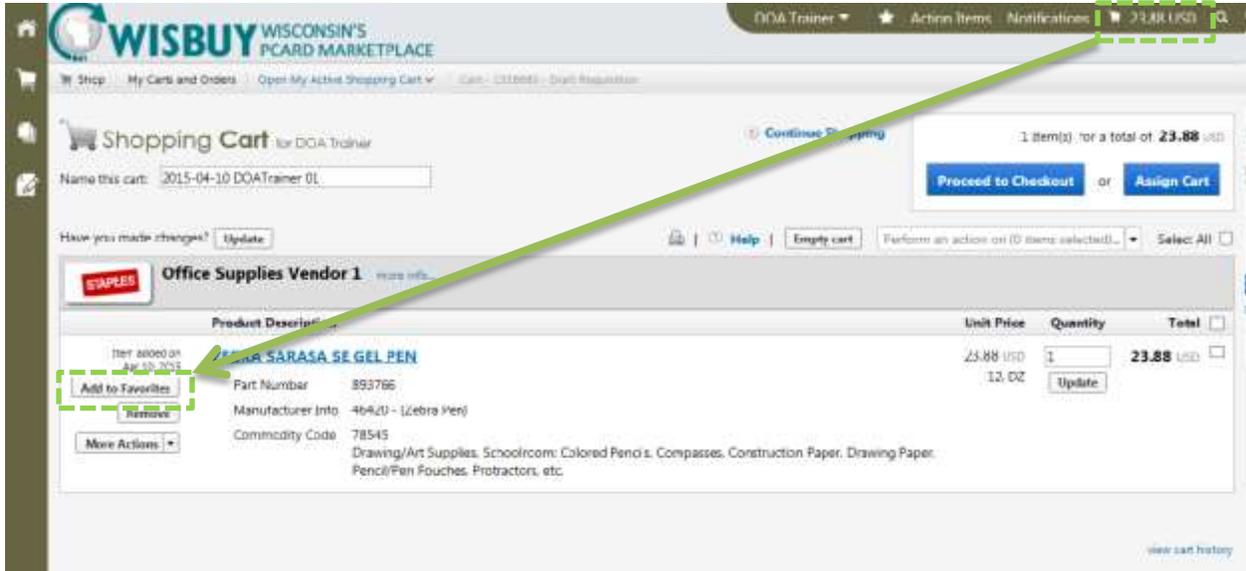
9. You will receive a success message upon completion.

**Success**

Product has been successfully added to Favorites

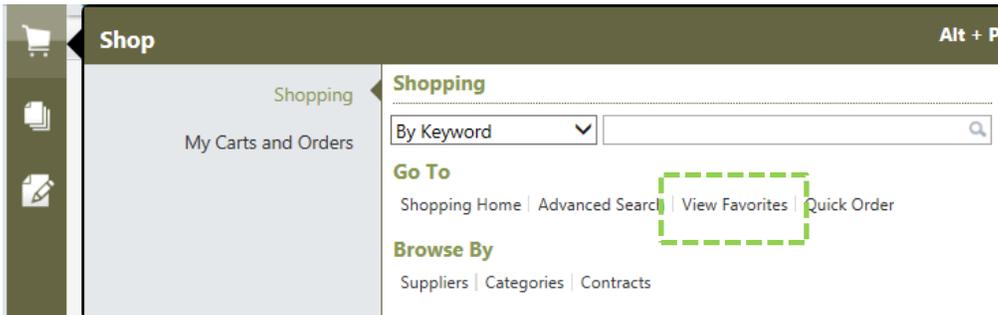
### Adding Items to Favorites from Cart

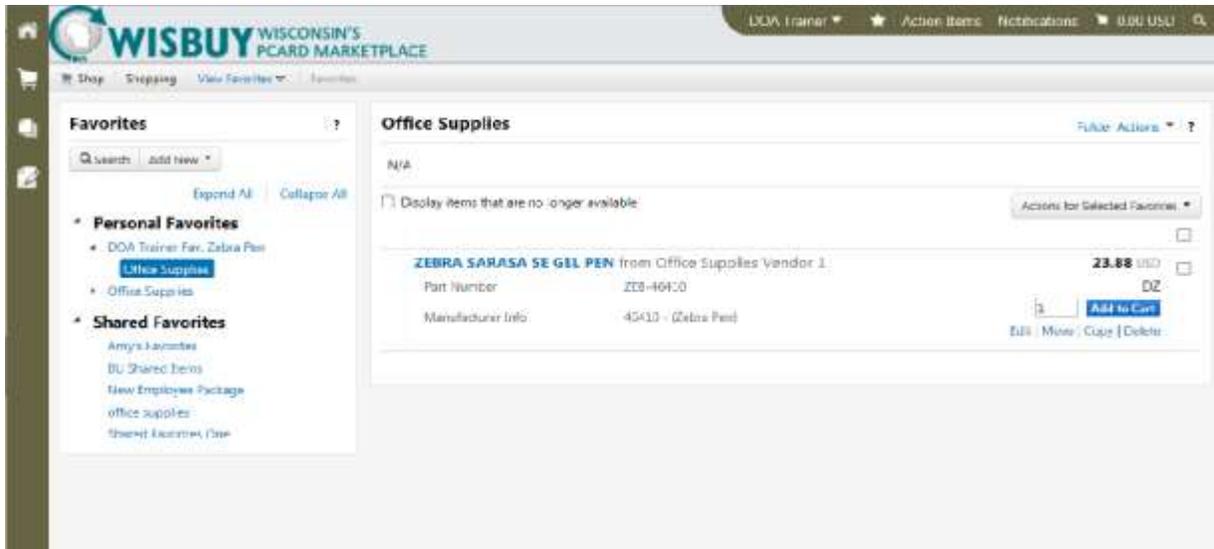
1. Favorites can also be added from a cart. Click on the **Cart** icon, then **View My Cart**, and then click on the **Add to Favorites** button to the left of the item, and follow the same steps outlined in the “Adding Items to Favorites from Search Results” instructions.



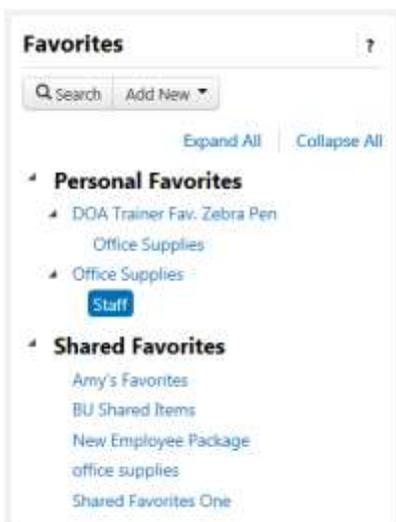
### Favorites Sub-Folders

1. Sub-folders are a good way to manage favorites or create “shopping lists” of products that are ordered frequently. To do so, first hover over the ‘**cart**’ icon, “**shopping**” and go to “**view favorites**”.





2. The Favorites window is split into two areas. The window on the left is where the folders are managed and the window on the right displays folder contents.

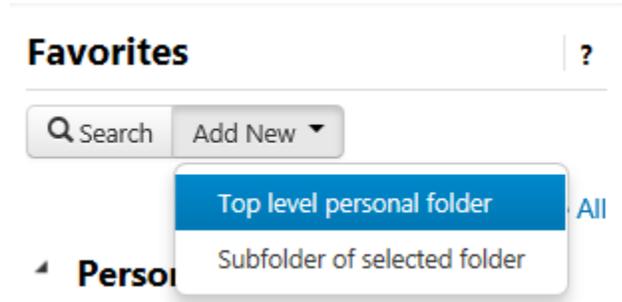


3. The left-hand portion of the split contains two folder entry types (Personal and Shared Favorites). **Personal Favorites** folders are created, modified and used exclusively by each individual user to login.

4. **Shared Favorites** folders can be created by the business unit administrator and allows folders to be made that share items across the organization, department, or group of users.

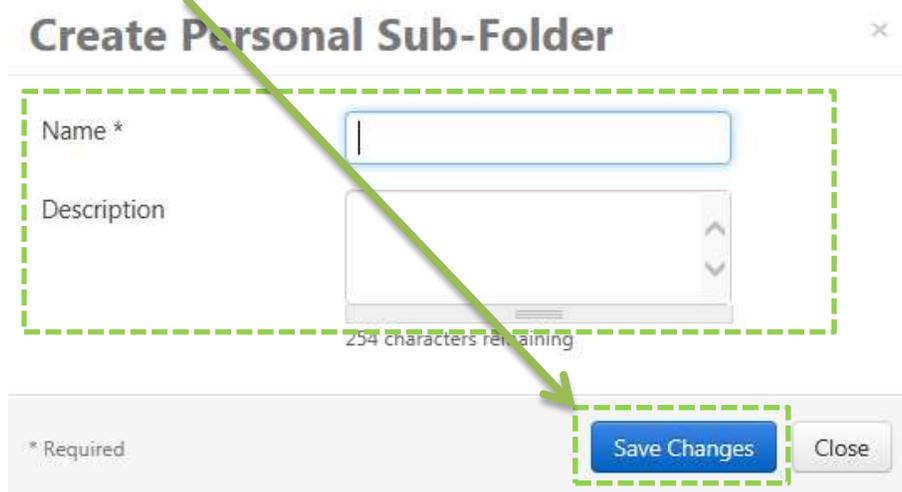
### Favorites Navigation

1. At the top of the window on the left are two buttons: **Search** and **Add New** (Top level personal folder/Subfolder of selected folder).

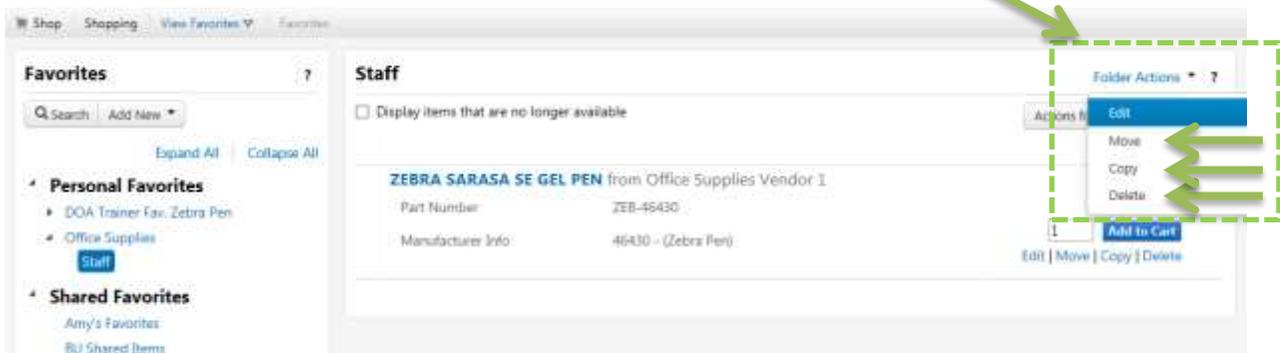


2. Note: The 'New' button allows the shopper to create a new folder or sub-folder. To create a new sub-folder, highlight where the sub-folder is to be created, and then click 'New' followed by 'Subfolder of Selected Folder' to place the entry under the highlighted folder.

3. When the selected destination is determined, add a folder name and a description (optional). When finished, click **Save Changes**.



3. Once this sub-folder is created, it may be edited via the **Folder Actions (Edit)** drop down menu, which allows the shopper to change the name and description.

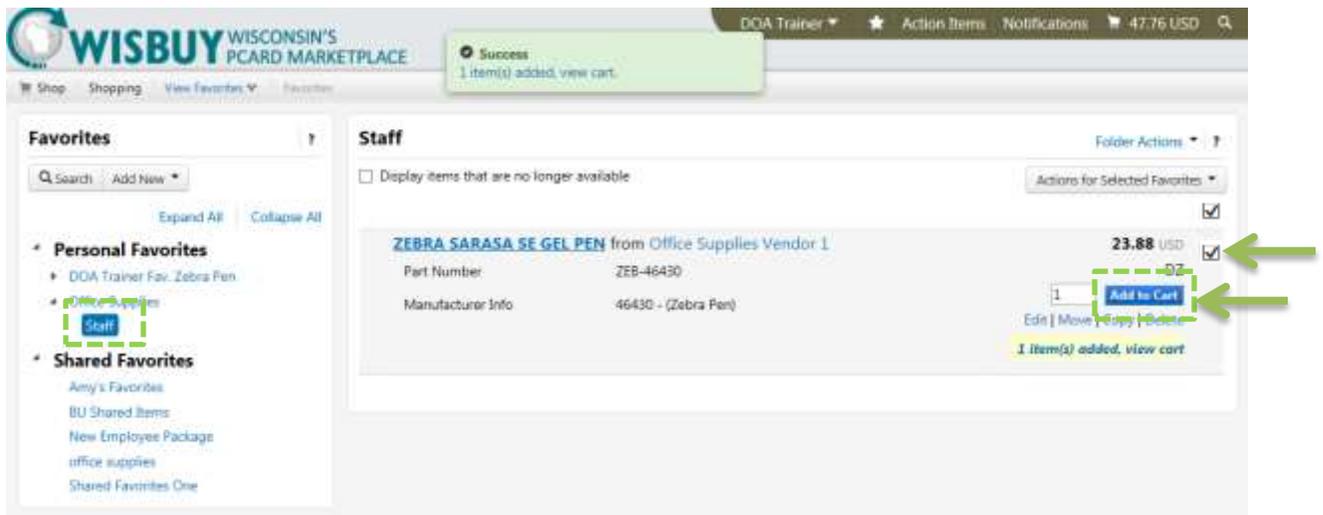


5. The **‘Move and Copy’** button allows the shopper to move a sub-folder and its contents to a different location.

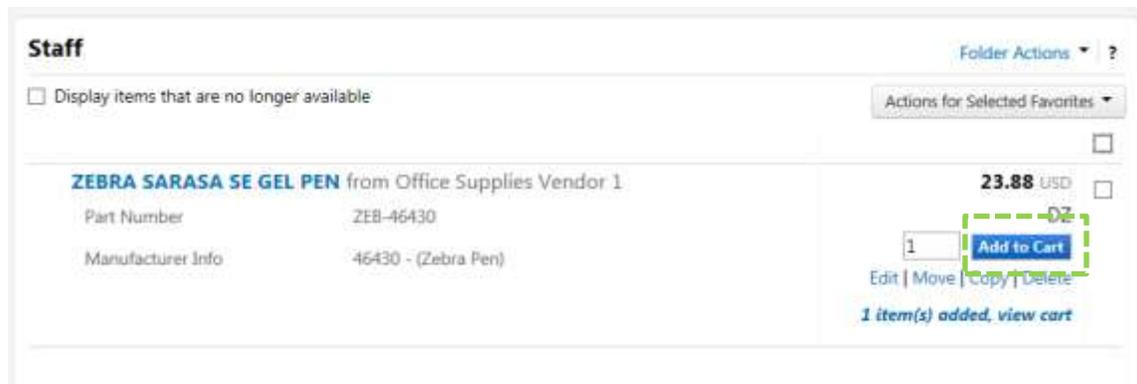
6. The **Delete** button allows the shopper to delete a personal folder and its contents.

### Using Favorites Folder to Order Items

1. There is also the option to use the favorite’s folders to order items. To use an entire folder to place an order, select the folder that was prepared to order from. At the top of the favorites list, select the check box and then click the **‘Add to Cart’** button below the check box. These items are now added to the cart (Success Message).



2. Specific items in the folder can also be ordered individually, if desired, by clicking the **Add to Cart** button for the specific item.



This concludes the lesson on Creating and Using Favorites in WISBuy. For further assistance, please contact [WisBuy@Wisconsin.gov](mailto:WisBuy@Wisconsin.gov) or visit the website.